## Appendix J

## SAMPLE DOD 2518 FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENTS

	=vac:	ACT Statement			
<u> AUTHOPITY</u>	ED 9397 November 1343 (S	SN)			
DBINCIPE - PURBOSE(S)	To evaluate and determine the soliciting the books because the	To evaluate and determine the status of mandatory addustion training. The burpose of solidating the Social Security Number is for positive specification.			
ROUTING USEIS:	The information crovided is used for verification by the individual's supervisors and the individual's cersonnel office to ensure that mandatory acquisition training requirements have been fulfilled.				
<u>OISCLOSUPE</u>	Voluntary: nowever l'allure to le evaluation to determine an indito provide the Social Security requested information.	ividual s status of ma	noatory ac	custion training. Failure	
	SECTION 1 - INDIVIDE	UAL REQUEST ITVO .	, and in mai		
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SMITH, CHAR	LES F.	<u></u>	TST-	201 EVEL léniev intermessate	
	UATION MANAGEMENT	}	Server, etc		
considered fulfillment of	the mandatory training requirem	nent indicated.	ttachea ius	ed above have been obt prication. I request that	
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Appendix J to Enclosure (1)

## 3 1 MAY 1995

## General Guidance

- 1. Review part 2, chapter II, paragraph 8 before applying for fulfillment of a mandatory course.
- 2. Obtain a DD 2518 and the applicable self-assessment forms from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.
- 3. Complete the DD 2518 and self-assessment forms and forward to the immediate supervisor.
- 4. The supervisor shall review to determine whether the member demonstrates that he or she meets the competencies sufficiently to forego attendance at the course. The supervisor shall concur or nonconcur in block 16 of the DD 2518 and forward the entire package to the second level supervisor or a flag or general officer or a member of the SES, whichever is lower, for approval or disapproval. (Note: first level supervisors who are flag or general officers or a member of the SES may sign as the approving official in block 23.)
- 5. After approval or disapproval the entire package shall be returned to the member. If approved, the member shall document the fulfillment in accordance with the procedures described in part 2, chapter II, paragraph 8e. (Note: the Navy military, Marine Corps military and DON civilian personnel data systems each has a unique course coding system. Therefore, DAU course codes must be converted to the applicable DON-unique codes. Instructions for completing and processing the DD 2518 may be obtained from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.)